27. Inventory Logistical Management (ILM)

27. 1 XRP-II (Inventory Logistical Management {ILM})

ILM helps the M&O staff at the DAACs, EOC, and SMC to maintain records that describe all inventory components and their assembly structures and interdependencies. The database maintained by this tool, keeps chronological histories (a record of the transactions) of receipt, installation, and relocation of inventory items. ILM limits DAAC staff to accessing only those records, which correspond to equipment at their DAAC.

ILM is a set of automated tools that will assist the Procurement, Property Management, Maintenance, and Logistics teams in managing the tangible property of NASA's EOSDIS project. ILM is a heavily customized application developed utilizing the commercially available package XRP-II (Product Information and Inventory Management Modules).   XRP-II is a manufacturing management system and its customization supports the required capabilities and functions of ILS. The application contains other functions beside the ILM tools. The ECS Management System Main Menu has selections for the Baseline Management tools which is not part of ILM.

XRP-II is a legacy base application. The application consists of a hierarchical menu screen structure and an imbedded COTS database (UNIFY). The hierarchical menu structure is built upon character oriented. **Once selected entered or deleted the actions cannot be reversed.** In addition XRP/ILM is case sensitive. The vendor has customized the original screens to be ECS specific. The menu screens must be navigated to reach the appropriate ILM function. The lowest level of the structure is a function data screen that displays data and/or accepts data input for the function selected through the menu navigation process. While an operator is logged into the XRP-II program he is engaged in a database session.

Use of the ILM tool involves considerations of the ECS business rules and general logistics concepts as applied on the ECS project. Some basic logistics definitions are provided below.

Each inventory item is identified by a unique Equipment Inventory Number (EIN), and in case of hardware items a physical silver sticker with the EIN is placed on the item. The most significant relationship maintained among inventory items is product structure. Product structure is the XRP-II term for the parent-component pairings that define the ingredients – or bill of material -- for an assembly. Product structures have corresponding active and inactive dates that establish the timeframe during which the pairing is in effect. They also facilitate tracking control item changes by a related configuration change request and/or trouble ticket.

27.2 ILM Operator Functions

Table 27.1 summarizes the operator functions supported. The sections that follow present how to use the customized features of ILM. Each user/operator is assigned to a work group and the ILM

menu options available are controlled based on the individual's role. Note: roles can be added or changed according to user need. The following roles currently exist within ILM:

- ILMADMIN   All functions within the ILM

- ILMLOG   ILM Logistics User

- ILMMAINT   ILM Maintenance User

- ILMMNTD   ILM DAAC Maintenance User

- ILMQUERY   ILM User with query privileges only

- ILMUPDT   ILM User with update privileges only

Additionally there is an XRP administrator (XRPADM) who will have all privileges and is responsible for the operation of the XRP application. Customization of individual operator privileges is done on an as needed basis by an ILM system Administrator. The system tools provide the functions to revise the user privileges.

27.3 General Information

27.3.1 Using XRP

- The XRP application is case sensitive. It interprets data exactly as it is entered and takes the case of your input string into account. If something is in UPPER CASE, follow convention and put the request or data entry into UPPER CASE too.

- Pressing the <ENTER> key after each entry is required. Otherwise, the data entered may not be processed.

- The XRP application user interface is character based (not GUI). Keys handle navigation, selection, and moving. Each user interface screen has a set of active bottom line commands defining the keyboard letters, or function keys for activating functions or commands.

- **Your mouse doesn't work with ILM.** ILM is not GUI driven consequently there is no cutting or pasting, placing the mouse pointer on an item and double clicking, etc. ILM is a character base system that requires you to enter information, use bottom line commands, and press keys to start functions or commands.

27.3.2 ILM System

- The ILM System was designed to assist in the tracking of Government Property items for each site and in a consolidated manner.

- The ILM System is a character based, menu driven system based upon the UNIFY database.

- Each screen provides the user with simple and quick one or two keystroke commands to control entry and editing of data.

- System administrators have the ability to easily modify screens, menus, and reports to meet changing requirements and individual user needs.

- Included are functions for transferring data between sites and the SMC.

- Reports and screens at the SMC can provide consolidated views of material and requirements.

27.4 Quick Start Using ILM

ILM inherited a character-based user interface from the XRP-II application, employs screens for data entry and report generation, and menus for navigating to the screens. Data is entered via the keyboard in fields that are traversed from left to right, row by row. On data entry screens, labels for fields whose values can be modified are displayed in upper case; those that can not be modified have only the first letter capitalized. The database is updated every time a field's value changes, and a record of that change is written to a transaction log.

Most data entry screens have a form and a table view. Form views offer full screen layouts of a data record's fields, whereas table views offer rows of records in a window that is panned to see columns of fields. Some screens' table views, however, contain fewer fields than their corresponding form views. This is caused by system limitations on a table view's panes.

Numerous functions can be performed on the data entry screens. Commands available to an operator are screen-dependent and are listed near the bottom of each screen (hence their name: bottom-line commands). The **m**ore command helps the operator cycle through them. The terminology used can be confusing. "Mode" is used in two different ways: 1) as used in the next paragraph to describe data impact (Add, Insert, or Modify) and 2) the F4-mode of keyboard impact on the selected field in the display.

It is important to note that the UNIFY database management system XRP-II uses does not support rules requiring entries in specific fields. ILM attempts some enforcement via the data entry screens, either by establishing default values where feasible when new records are created, or by blocking an operator from advancing the cursor past a null field when in Add, Insert, or Modify modes. However, database updates can occur in ways that bypass these mechanisms, so operators must ensure required data is entered.

27.4.1 Invoking ILM from the Command Line Interface

To invoke the ILM program the operator must be logged in to the appropriate server and be registered with XRP for the appropriate privileges.
To execute ILM from the command line prompt use:

      ilmusr

This script solicits the identity of the operator's workstation. When prompted the operator must provide either the workstation name or its IP address. This information is normally posted on a sticker on the workstation monitor. The script then starts XRP-II, and passes to the operator's userid it obtained from the system. The screen that is displayed after the XRP-II login is determined by XRP-II based on the user's ID and password.

Upon entering a valid userid and password the initial screen for the user will be displayed. The initial screen is associated with a specific userid/password. ILM users will be assigned to Groups according to the role for which their userid/password is valid. ILM privileges are dependent on the Group assignment. ILM privileges include function selections, data modification capability and report selection. *The configuration of the initial screen, screen modes, and function selection may result in the display of a data screen that is not exactly as shown in the presentation below.*

All ILM menus are similar in appearance and function the same way. Only the titles and selections vary.

Table 27.4.1-1   Procedures to Log into ILM

STEP	ACTION	OCCURRENCE
STEP 1	At the Unix prompt type '**telnet <XRP server at your site>**'	The login prompt will come up.
STEP 2	At the login prompt A. Type in your login name B. Type in your password	
STEP 3	A. Type '**ilm**' and press '**enter**' B. Type '**ilmusr**' and press '**enter**' C. Enter hostname, or IP address of the machine you are working on, so XRP knows where to display the screen	Depend on the user login the initial screen for the user will be displayed.

Remember to press <ENTER> after each field.

27.5 ECS Management System Main Menu

The XRP top-level menu is ECS Management System Main Menu. The userid/password configured initial screen will generally be different for the operator. The ECS Management System Main Menu contains selections that are not ILM functions**.** Baseline Management is cover in a separate document.

ECS Management System

```
[mainm                          Main Menu              11/07/97 14:2

        1. Baseline Management
        2. ILM Main Menu

            Please enter selection ( 1 -2 or name): ------

F1-help F3-prior menu F5-select F8-exit
```

Figure 27.5-1. ECS Management System Main Menu

Table 27.5-1. XRP-II menu Function Key bottom commands

F1	Function Key 1 - **help**	Get a description for the highlighted option
F3	Function Key 3 - **prior menu**	Move back to the previous menu
F5	Function Key 5 - **select**	Select the highlighted option
F8	Function Key 8 - **exit**	Exit the tool (XRP-II to the Unix command line)

ECS Management System

```
[ilmn                          ILM Main Menu                    11/07/97 14:2

           1. EIN Menu
           2. ILM Report Menu
           3. Maintenance Menu
           4. ILM Master Menu


              Please enter selection ( 1 -2 or name): ------

F1-help F3-prior menu F5-select F8-exit
```
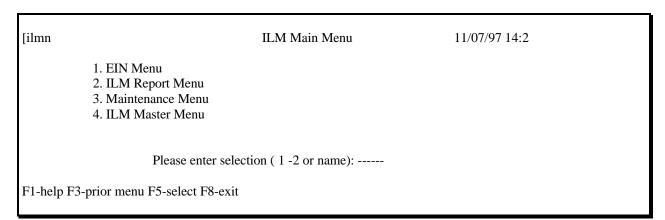
Figure 27.5-2. ECS Management System ILM Main Menu

The ILM Main Menu lets the operators navigate to the following submenus:

Table 27.5-2 . ILM Main Menu Functions

Menu item	Function	Section
EIN Menu	For adding, modifying, and reviewing the inventory items.	2.1
ILM Report Menu	For requesting reports.	2.2
Maintenance Menu	For managing the maintenance and work order information.	3.1
ILM Master Menu	For managing the ILM parameters and reference information	4.1

27.6 COMMANDS AND FUNCTIONALITY

The bottom line commands for each menu screen function the same as described for the main menu. Each data screen also has bottom line commands. Generally, the bottom line commands that are invoked with the single letter in bold print.   For commands with an "already used" first letter, a slash, "/", is used as part of the command an example this would be **/s** command. A period, "." is used for the third occurrence of a leading letter.

Note that the bottom line commands appearing on any screen are dependent on the user's attributes. Not all the commands listed for a screen may be appropriate to specific users.

A set of "standard" bottom line commands occurs on nearly all the ILM data screens.

Other commands may appear on specific screens and are listed in the "Unique Bottom Line Command" section for the function.

While entering data into ILM you may notice that **/z**oom appears at the bottom of your screen for a given field. This is your indication that a ZOOM list is available to assist you with your data entry selections.

27.6.1 Cursor Motion

The four arrow keys (UP, DOWN, LEFT and RIGHT) are used to move the cursor to various fields of the screen. A number may be entered before depressing an arrow key in order to move to the cursor multiple fields at once. The current number that has been entered is displayed at the bottom left hand corner of the screen. If a DOWN arrow is entered when the cursor is at the bottom of a table view screen, then, assuming there is more data in the file, the screen is redrawn to display the data shifted a half page down. Similarly, the display may be shifted a half page upwards by entering an UP arrow at the top of the screen. Cursor motion via the arrow keys is limited to the current page plus a half-page shift.

27.6.2 Next or Prior

The bottom line "**n**" (Next) and "**p**" (Prior), when in the form view (one record on the screen) these commands move the display to the next or prior record. When in the table view (multiple records per screen) these commands move to the next or prior page of records. A number may be entered prior to the command as in "**10n**" which advances the display 10 records when in the form view or ten pages when in the table view.

27.6.3 View Command

This command toggles the display between the form and table views of the data. The table view shows basic information for several records at once. The form view shows all of the fields of the current record. For records with too many fields to fit across the screen when in the table view, the Left, Right, and justify commands described later may be used to move the display to the left or right.

27.6.4 Find Command

This command is used to find a record based on data entered. Data may be entered at one or more fields of the display and a partial string may be entered. Datalook (is a utility that searches the database for specified information) to clear the screen and allows the user to enter data into one or more fields to find. Pressing "**F5**" begins the search.

27.6.5 Go Command

The Go command allows the user to go to the First record, Last record, or the specified record number. To use the Go command type '**g**' for Go. A prompt will come up stating "GO: First, Last, or Record Number, or Quit?" Type in the first letter to specify where to go (i.e. enter '**f**' for first record). The entry of a number followed by '**g**' for Go causes the display to shift to the specified record number. For example:

0g or **g** or **1g** moves to the start of the file
10g moves the cursor to record 10
1000g moves the cursor to record 1000

27.6.6 Select Command

The bottom line '**s**' (Select) command allows you to select a subset of all the records in order to view, edit, or report on them. Once a set has been selected, the select command may be used again to select a subset of the set.

27.6.7 Selection Criteria

Data may be entered at one or more fields in order to specify the records to be selected. The selection function may be initiated either from the table or form views, but sometimes it is necessary to first switch to the form view if there is insufficient room to enter the desired selection specifications when in the table view.

There are two basic kinds of selection capability:

    a. **Exact matching,** where the user types exactly what the selected records are to contain.

    b. **Inexact matching**, where special characters are entered which are expanded into patterns during the matching process. The inexact matching provisions described below also apply to range fields (i.e. Account Number or Range).

Some examples of inexact matches are numeric and date ranges (for example, numbers from 1 to 100, dates before 1/1/87, or dates from 3/1/87 to 4/1/87), or substring matching (all the strings that contain the name "Smith").

27.6.7.1 Exact Matches

To specify an **Exact** match, simply fill in the field or fields on the screen with the exact data to select for.

27.6.7.2 Inexact matches on String Fields

To specify an inexact match on string fields, use the following special characters.

?   The "**wild character**". The question mark matches any single character. Thus to find all the Smith's whether spelled "Smith" or "Smyth", use the specification "Sm**?**th"

*   The "**wild string**'. The asterisk matches any string of characters of any length, including zero length strings (also called "**null strings**"). A ***** is automatically appended to the end of all string specifications.

[…]   The character class framed by the brackets matches any single character that is a member of the class. For example, [apq] matches any of the letters a, p or q. Ranges of characters may be specified by separating 2 characters by a dash ("**-**"). All upper case letters could be represented by the class [ABCDEFGHIJKL-MNOPQRRSTUVWXYZ] or more

conveniently as [A-Z]. All letters, upper and lower case together, can be represented as [a-Z]. Other classes can be similarly constructed.

If the string field contains numbers (eg. H0002) and the user wishes to inexact match on a range of these numbers it is important to understand that ranges within strings behave differently than ranges within numeric fields.   For example a good range for a numeric field could be 1-9999. This is defined by the system to be all numbers >=1 and <=9999. However, the range of [H00001-H99999] for a string would be defined as all strings starting with the letter H, or the numbers 0 and 9, or characters falling in the range of 1-H. If the user wanted to select all fields of H00001 through H9999, he could use H[0-9][0-9][0-9][0-9][0-9] if space permits.

27.6.7.3 Inexact Matches on Numeric Fields

Inexact matches on numeric fields, including dates and times, can be constructed by the

Following set of expressions.

>f1   The "**greater than**" operation. All fields with values greater than the entered value will match.

<f1   The "**less than**" operation. All fields with values less than the entered value will match.

!f1   The logical "**not**" operation. All fields that do not match the entered value will match.

F1-f2 The "**range**" operation. All field values that match the entered values, or are between the entered values will match. This is equivalent to >=f1 AND <=f2.

!f1-f2 This expression matches all field values that are outside the range of entered values. This is equivalent to <f1 OR >f2.

Any number of fields on the screen can be filled in as described above. The result is to select from the records of the file those which match all of the entered values. Once a set of records has been selected in this manner, Datalook displays the selected records.

27.6.8 Sort Command

The bottom line "**/S**" (Sort) command allows the current records to be sorted via any field or fields of the screen. Enter a number (1, 2,…) at each of the fields to be included in the sort, in the order they are to be included. Then press "**F5**" command to initiate the sort.

If a negative number is entered at a field, that field is sorted in descending order instead of the default ascending order.

27.6.9 Note Command

This command activates a text area for the user to write notes about the displayed screen. The information is retrieve by the same user when in the same screen.

27.6.10 Add/Insert

These commands are used to add new records. The bottom line "**/I**" (Insert) command adds a new record or records before the current record while the bottom line "**/a**" (Add) command adds a new record or records after the current record.

27.6.11 Modify Command

The bottom line "**/m**" (Modify) command is used to modify one or more fields of existing records. After modifying each field the cursor moves to the next field in the default direction, down in form view, or right in table view. Press "**F3**" to exit modify mode.

27.6.12 Delete Command

The bottom line "**/d**" (Delete) command offers a choice of deleting "line-by-line" or multiple records at once. If the "line-by-line" option is selected each entry of a down arrow deletes the current record. If, instead, a number is entered, the logic deletes the specified number of records.

27.6.13 Write, Execute Command

These commands appear only on screens that can drive an executable function. The bottom line "**w**" (Write) command is used to save the current record of the screen in a file named by the user. This file may then be referenced in a UNIX script that executes the function in **BATCH** mode. The bottom line "**e**" (Execute) command is used once the screen data is edited in order to start execution of the underlying function.

27.6.14 Items Command

The bottom line "**I**" (Items) command appears only on header-line item combination screens, such as are used for Purchase order or Work Order. When on the EIN menu (header record) pressing "**I**" activates the item screen.

27.6.15 Help Command

The bottom line "**h**" (Help) command on the main menu provides information concerning the screen, the fields of the screen, or Datalook commands. If the commands option is selected you may enter the letter or prefix plus letter that activates the command to see the help information for that command.

27.6.16 More Command

The "**m**" (More) command cycles the bottom line prompt through all of the available menu choices.

27.6.17 Quit Command

The bottom line "**q**" (Quit) command exits the screen.

27.6.18 Zoom Command

When the cursor is at a field which is related to data in a different table of the database, the bottom line "**/z**" (Zoom) command appears at the right of the screen. If the command is executed, Datalook opens a window to a different screen which displays the related data. The standard commands (Find, Go, Next, Prior, or arrows) may be used on the data in the window. If the user tags the field (the **tag** command is described later) and exits the zoom screen, the

tagged value is returned to the initial screen. The "**/z**" (Zoom) option also appears when it is applicable while adding records or modifying fields.

27.6.19 Left, Right, Justify Commands

They allow the data window to be shifted left or right for screens, which have, too may fields to be shown on one page. The bottom line "**j**" (Justify) command causes the page to start with the current field at the left.

27.6.120 Tag, Untag Command

Tagged fields are used to identify default field values to be used when adding records or copying data into one or more records.   If the user enters the "**t**" (Tag) command when the cursor is at a specified field, the field is tagged. This highlighted field in a manner (such as reverse video, or half intensity, depending on how the screen has been interfaced to the UNIX operating system). Only one field in a specific column of fields may be tagged at a time. A tagged field may be untagged either by entering the "**t**" (Tag) command again when the cursor is at that field, or by tagging some other field in the same column, or by entering the "**u**" (Untag) command which untags tagged fields. A tagged field remains tagged whether or not it is on the current screen until it is untagged.

27.6.21 Report Command

The bottom line "**/r**" (Report) command has a series of submenus which identify the report, its parameters, and the destination of the report. Every database maintenance screen has three built-in reports:

   a. a "Table Report" which follows the format of a table view screen, but adds a report header and pagination

   b. a "Form Report" which provides a single-page report of the form view for the current record

   c. An "ASCII Report" which displays the data in ASCII form without headers and pagination, suitable for loading into a spreadsheet or transmitting to another computer.

27.6.21.1 Selecting Records for Printing

Before printing a Table Report or an ASCII Report, the user may select a subset of records via the Select function. If no preselection has been performed, Datalook displays the numbers of the first and last records in the file and allows the user to accept these as the range of records to be reported on, or to modify them in order to report on a subset of the records. The first page of a table report shows the criteria used to select the records.

27.6.21.2 Column Selection

On Entering the Report Command, the user has the option of specifying the columns and the order in which they should be printed in a Table Report. If you do not specify the columns, the report starts with the left-most field screen and includes as many columns to the right as

specified. The left-most field of the report may be controlled via the Left, Right, and Justify commands.

27.6.21.3 Report Format

The default ASCII Report format consists of data in ASCII form with fields separated by pipe (|) symbols. To generate a formatted report on a subset of the records, execute the select function before executing report.

27.6.21.4 Report Destinations

Once a report has been specified, Datalook offers the user a choice of report destinations. These choices may be 1) screen, 2) file, or 3) local printer.

If the report is not being sent to the screen, the user can specify whether or not it is to be run in background.

Once a report and destination have been chosen, the logic verifies that the width of the report is supported by the destination. If necessary, it retrieves the control characters necessary to put the output device into a mode such that it can support the width. If the report is too wide for the maximum width supported by the output device, the user is cautioned and may alter the destination or choose to proceed regardless.

27.7 EIN Menu

Options provided on this menu allow the operator to navigate to a set of screens for accessing the inventory information.

```
                              ECS Management System
[einmainm]                         EIN Menu                  11/07/97        14:04

        1.        EIN Structure Manger
        2.        EIN Manager

    Please enter selection ( 1 - 2 or name): ------

F1-help F3-prior menu F5-select F8-exit
```

Figure 27.7-1. EIN Menu

The **EIN** menu is broken down into the following functions. (Please note) The arrangement of this screen will appear different in ILM but the content within the selections will remain the same.

Table 27.7-1. EIN Menu options

Menu item	Function	Section
EIN Structure Manager	This screen is designed to allow the appropriate personnel at each DAAC to view their Inventory	2.1.1
EIN Manager	This screen is designed to allow each individual DAAC inventory the configuration of machine and its children	2.1.2

The following pages describe the screens, the data, and the process for reviewing EIN Controlled items data. Each selection item on the EIN menu is discussed, in the order on the menu screen. This discussion includes sub menus, screens, and automatic triggers, if any, associated with the individual screen or field.

27.7.1 EIN Structure Manager

This screen is designed to display structure for a machine and items attached to it.   This screen will only be presented to the user in INQUIRY mode. All changes to the database via this screen are reserved to the ILS Property Administrator and will not be active at the DAAC's.

```
[einstrct] EIN STRUCTURE MANAGER:                 Last:   2655    Current: 1

                          PARENT EIN: 00000000
                   Engineering Change: 00000000

                            OEM Part: +KTH4P/8
                            OEM Desc: 8 MB RAM for HP Laser jet 5SI
                            ECS Name: 10mss01
                  Installation Report: 1188
                         Ship Report: 10794

                           PO NUMBER:
                                  OR
                             VENDOR:
                        Date Entered: **/**/**
                         Operator Id:

                         ACTIVE DATE: 11/09/98
                       INACTIVE DATE: **/**/**

 Next Prior View Find Go Select /Sort /Note Copy-dates Items Help More Quit /Zoom
```

Figure 27.7.1-1. EIN Structure Manager Screen

Table 27.7.1-1. EIN Structure Manager Field Descriptions

Field Name	Data Type	Size	Description
PARENT EIN	String	14	This field is the Parent EIN for the installation/structure.
Engineering Change	String	8	This field is the change number assigned when the record was added to the database. Database changes are reserved to the ILS Property Administrator
OEM Part	String	34	This field is the OEM part number reflected from the EIN record of the child.
OEM Desc	String	40	This field is the OEM Description reflected from the EIN Record for the Parent EIN.
ECS Name	String	23	Database changes are reserved to the ILS PA
Installation Report	Number	4	This field is the installation report number assigned by the system when an installation had occurred. Database changes are reserved to the ILS PA
Ship Report	Number	3	This field is the report number assigned to this item as reflected from the Parent EIN record when the item was shipped.
PO NUMBER	String	10	Database changes are reserved to the ILS PA.
VENDOR	String	6	This field is used to enter the Vendor code whom the item was purchased from Database changes are reserved to the ILS PA
Date Entered	Date	8	This field is a system assigned date when the record was added to the database and not modifiable by the user.
Operator Id	String	8	This field is the login ID of the user who added this item to the database and is not modifiable by the user.
ACTIVE DATE	String	8	Date the item is received and entered into inventory. Database changes are reserved to the ILS PA
INACTIVE DATE	Date	8	This field is the date to make the structure ineffective. Database changes are reserved to the ILS PA

27.7.2 Item Page of the Structure Manager

This screen is designed to view children items for the Parent EIN entered on the header page. This screen always comes up in Table view.

```
[einstrct] EIN STRUCTURE MANAGER:                     Last:   2655    Current: 1
Parent Ein:  C0100648              Engineering Change:  00000000
Oem Part:  00-735-20
Oem Desc:  PAL APPLY LIBRARY
                                                  Last:  1        Current:  1
EIN CHILD            OEM PART                               QTY PER
0002000              QT-054AA-C8                            1.0000
             OEM DESC:  INTR OSF-1 AXP LP CSL
              MOD/VER:
             ACT DATE:  11/10/98    INACT DATE:  **/**/**


Next Prior View Find Go Select /Sort /Note Copy-dates Items Help More Quit  /Zoom
```

Figure 27.7.2-1. EIN Structure Manager Items page screen

Table 27.7.2-1. Items Page Field Descriptions

Field Name	Data Type	Size	Description
EIN CHILD	String	14	This field is the child EIN number of the item assigned to the Parent EIN.
OEM PART	String	34	This field is the OEM Part Number reflected from the EIN record of the child.
OEM DESC	String	40	This field is the OEM Description reflected from the EIN record of the child.
MOD/VER	String	24	This field is the Model/Version reflected from the EIN record of the child.
QTY PER	Number	3	This field is used more for consumable material application the parent items and reflects the quantity of the item that had been applied to the parent. This field defaults to quantity of one when the record is added. Database changes are reserved to the ILS PA
ACTIVE DATE	String	8	Date the item is received and entered into inventory. Database changes are reserved to the ILS PA
INACTIVE DATE	Date	8	This field is the date to make the structure ineffective. Database changes are reserved to the ILS PA

27.7.3 Checking the relationship status between Parent and its Children

The EIN Structure Manager enables you to check and verify all the parts associated with a parent equipment. It lets you identify whether a particular part is in use or inactive. It is also a pathway to gaining information about each child.

    * Information needed beforehand:

       -Parent EIN

Table 27.7.3-1. Procedure to Check relationship between Parent and its Children

STEP	Action	Occurrence
STEP 1	A. Select ILM Main Menu – press '**enter**' B. Select EIN Menu – press '**enter**' C. Select EIN Structure Manager – press '**enter**'	This will give you the EIN Structure Manager screen.
STEP 2	Looking for the Parent of interest A. You may do a find – press '**f**' for find B. Type the Parent EIN that you want to find C. Press '**F5**' to start the search – The record of the parent will come up. D. Press '**I**' to view the Parent's children E. You can view the children status and verify if the proper changes were recorded (i.e. fail date, replacement and such)	This will bring you to the item screen.
STEP 3	Press '**F3**' until ILM takes you out of the Structure Manager.	

Remember to press <ENTER> after each field.

27.7.4 EIN Manager

This screen is designed to view ILM EIN controlled items. This screen is always presented in the INQUIRY mode. All changes to the database via this screen are reserved to the ILS Property Administrator and that function will not be active at the DAAC's

```
[einmnt] EIN MANAGER:                              Last: 78739    Current:  1

             EIN: *50412
        ECS NAME:
   SERIAL NUMBER: 0000000595
     HDWSFT CODE: H
   MODEL/VERSION:                               MFG: SUN
 OEM PART NUMBER: 501-2781
 OEM DESCRIPTION: Configuration Display
          VENDOR: SUN                    YEAR MFG:  1996
 SOFTWARE LIC NUM:                    RECEIVE DATE: 10/06/98
   MAINT VENDOR:                    MAINT CONTRACT:
WARRANTY EXP DATE:  **/**/*          STATUS CODE:  r
  CONTROL ITEM ID:                          RMA #:
   NASA CONTRACT:   NAS5-6000         RELEAE CODE:
       PO Number:                             COST:   0.000
       Tran Code:   03         Installation Date:  **/**/**
   Report Number:   0    Shipping Report Number:   0
        LOCATION:   SMC                    BUILDING:
            ROOM:                              USER:
      Audit Date:  **/**/**
         COMMENT:

Next Prior View Find Go Select /Sort /Note Copypart Bom Where Help More Quit
```

Figure 27.7.4-1. EIN MANAGER Screen

Table 27.7.4-1. EIN Manager Field Description (1 of 2)

Field Name	Data Type	Size	Description
EIN	String	14	Database changes are reserved to the ILS PA
ECS NAME	String	23	This field provides the name the item will be known by. Database changes are reserved to the ILS PA
SERIAL NUMBER	String	30	This field is the serial number of the product. If the item does not contain a serial number of it's own; the system will assign an internal number prefixed with the Site abbreviation and contain a sequentially assigned number. Pressing RETURN at the field prompt automatically performs this internal assignment. Database changes are reserved to the ILS PA
HDWSFT CODE	String	10	This field provides a code designating the type of item. Database changes are reserved to the ILS PA
MODEL/VERSION	String	24	This field is the actual Model and or Version of the item. If the user had chosen a known OEM Part, this field will be written with the information from this file. Database changes are reserved to the ILS PA
MFG	String	6	This is the code of the manufacturer.
OEM PART NUMBER	String	34	This field is the Manufacturer or Vendor's part number. Database changes are reserved to the ILS PA
OEM DESCRIPTION	String	30	This field reflects the description of the OEM PART NUMBER entered in the field above, Database changes are reserved to the ILS PA
VENDOR	String	6	This field is the Vendor code whom the item was purchased from.
SOFTWARE LIC NUM	String	10	This field is the license number for a software type license item.
MAINT VENDOR	String	6	This field is the code for the vendor who is the maintenance vendor.
WARRANTY EXP DATE	Date	8	This field is the end date for the warranty period. This field default to 365 days from the date of entry.
CONTROL ITEM ID	String	20	This field provides the ability for the user to point to an equivalent item contained within the BASELINE MANAGEMENT system. ILM will enter the BLM Control Item based on the OEM Part Number. Database changes are reserved to the ILS PA
NASA CONTRACT	String	11	This field is used to designate the Contract number used for this item. This information is automatically assigned.
PO Number	String	10	Database changes are reserved to the ILS PA.
Tran Code	Number	3	This field designates the transaction code. The value will always be set to '03'
Report Number	Number	4	This field is the installation report number assigned by the system when an installation had occurred.

Table 27.7.4-2. EIN Manager Field Description (2 of 2)

Field Name	Data Type	Size	Description
LOCATION	String	8	This field is used to designate the actual location or site of where the item is.
BUILDING	String	6	This field is used to designate the building number within the site where the item is. Database changes are reserved to the ILS PA.
ROOM	String	6	This field is used to enter the actual room number of where the item is or will be shipped to. Database changes are reserved to the ILS PA
YEAR MFG	String	4	This field is used to enter the actual 4-digit year the item was manufactured. This field defaults to the current year.
RECEIVE DATE	String	8	Date item was received from vendor
MAINT CONTRACT	String	15	This field is used to enter the Maintenance Contract number for maintenance on this particular item.
STATUS CODE	String	1	This field designates the status of the item and is controlled by transactions within the system. The following codes are included : R - Received; S – Shipped; I - Installed; X - Archived;
RMA#	String	6	Reliability Maintainability Availability number.
RELEASE CODE	String	10	This field is the actual release code for the item.
COST	Floating	9.2	This field is the purchase cost of the item.
Installation Date	Date	8	This date reflects the actual date this item was installed. Database changes are reserved to the ILS PA
Shipping Report Number	Number	2	This field is the report number assigned to this item when the item was shipped.
USER	String	8	The user code of the person who has the item.
COMMENT	String	60	This field is a user comment field.
NOTE	String	60	This field is used to enter a 60 character note attached to this item.

Table 27.7.4-3. Procedure to Inquiry for EIN

STEP	ACTION	OCCURRENCE
STEP 1	From the Main Menu A. Select ILM Main Menu – press '**enter**' B. Select EIN Menu – press '**enter**' C. Select EIN Manager – press '**enter**'	This will give you the EIN Manager screen.
STEP 2	Look for the EIN of interest A. Press '**f**' to do a Find or '**s**' to do a Select B. Enter the EIN number C. Press '**F5**' to start the search	The EIN information will come up.
STEP 3	Press '**F3**' to exit the EIN Manager screen when complete.	

Remember to press <ENTER> after each field.

27.8 ILM Report Menu

ILM Report Menu provides access to display and report controlled items in the database. This section of ILM is mainly used for reporting purposes. When the user authorization is more limited, this menu offers fewer options.   In this and the following sections, the content of the menus and the screen layouts cover the complete functionality although all of the functions will not be available to every user. The ILM Report menu lets the users navigate to the following screens:

```
                              ECS Management System
Ilmrepm                          ILM Report Menu              11/11/98  12:56

                       1.  EIN Structure Reports
                       2.  Install/Receipt Reports
                       3.   Installation Summary Reports


              Please enter selection (1-3 or name):  ----------------

F1-help  F3-prior menu  F5-select  F8-exit
```

Figure 27.8-1. Report Menu

Table 27.8-1. ILM Reports Menu options

Menu item	Function	Section
EIN Structure reports	This screen retrieves and prints all designated parents and components in a multi-level bill report.	2.2.1
Install/Receipt Report	This screen allows the user to print a report of a parent EIN configuration and send the hard copy to the receiving organization for sign off.	2.2.2
Installation Summary Report	This screen allows the user to print a summary report by range	2.2.3

This menu allows the user to print a series of hard or soft copy reports of various information contained within the system.

27.8.1 EIN Structure Reports

This screen is designed to retrieve and print all designated parents and components in a multi-level bill report.

```
[einstrep]  EIN STRUCTURE REPORTS:                    Last:  5          Current:  1

                        EIN OR RANGE:  00000357

        NUMBER OF LEVELS TO EXPLODE:  99

              EXPLOSION QUANTITY:  1

                        DATE OF BILL:  01/01/01     [Enter 1/1/1 for current date]

              TYPE OF SORT (SN):                  [null = part  S=sort string  N=sort #]

                          NOTE 1:  This is a test!
                          NOTE 2:

                    NUMBER OF COPIES

              EIN MULTI-LEVEL REPORT:  1

Next  Prior  Find  Go  Select  /Sort  /Note  Execute  Help  More  Quit  /Zoom
```

Figure 27.8.1-1. EIN Structure Reports Screen

Table 27.8.1-1. EIN Structure Reports Field Descriptions

Field Name	Data Type	Size	Description
EIN or RANGE	String	14	Field can accept two 14 character strings. E.g. 00001234-00003456 for a range
NUMBER OF LEVELS TO EXPLODE	Number	2	Enter number of levels to display for a particular parent structure.
EXPLOSION QUANTITY	Number	2	Enter number of level to be displayed for parent in structure
DATE OF BILL	Date	8	Date item was billed
TYPE OF SORT	String	1	Null = part, S=Sort string N = Sort number
NOTE 1	String	60	This field is used to enter a 60-character note attached to this report.
NOTE 2	String	60	This field is used to enter a 2nd 60-character note attached to this report.
EIN MULTI-LEVEL REPORT	Number	2	Enter the number of copies of this report to generate.

	y' if you want to generate more reports. This will take you back to the EIN Structure Reports screen, or -Press '**n**' this will take you back to the ILM Report Menu.	

Remember to press <ENTER> after each field.

27.9 Install/Receipt Report

This screen is designed to allow the user to print a report of a parent EIN configuration and send the hard copy to the receiving organization for sign off.

```
[insrep]  INSTALL/RECEIPT REPORT:


                      PARENT EIN:
                        Ecs Name:
                 OEM Description:
                   Serial Number:
                   Model/Version:
                         Mfr/dev:
                 OEM Part Number:
                     Status Code:
                  Control Item ID:


                    Old Location:
                    Old Building:
                        Old Room:
                        Old User:


                         ENTER NUMBER OF COPIES


              INSTALL/RECEIPT REPORT:


ADD:  F1-help  F2-clear  F3-exit  F4-mode  F6-default  /Zoom
Typeover mode
```

Figure 27.9-1. Install/Receipt Report Screen

Table 27.9-1. Install/Receipt Report Field Descriptions

Field Name	Data Type	Size	Description
PARENT EIN	String	14	This field is the Parent EIN for the installation/structure.
Ecs Name through Old User	MULTI-FIELD		These fields reflect according to the Parent EIN you entered.
INSTALL/RECEIPT REPORT	Number	2	Enter number of copies of this report to generate.

Table 27.9-2. Procedures to generate Install/Receipt reports (1 of 2)

STEP	ACTION	OCCURRENCE/NOTE
STEP 1	From the Main Menu A. Select ILM Main Menu – press '**enter**' B. Select ILM Report Menu - press '**enter**' C. Select Install/Receipt Reports - press '**enter**'	This will give you the Install/Receipt Reports screen.
STEP 2	Press '**/a**' to go into add mode.	
STEP 3	Fill in the necessary information A. Enter Parent EIN or you may zoom to the EIN data file to select the EIN of interest. To do this, press ('**/z**', '**t**', '**F3**"). B. ECS Name through Old User – these fields are reflected from the Parent EIN you entered above. C. Enter number of copies for the Install/Receipt Report.	
STEP 4	Press '**F3**' to exit add mode.	This will bring you back to the Install/Receipt Report screen.
STEP 5	Press '**e**' to execute the transaction.	A Report Destination prompt will come up that allow you to select the location where you want the report to go.
STEP 6	Press '**F3**' if you do NOT want to print the report. If you want to print it on the screen, choose option 1 and press 'enter'.	A formatted report will come up. You have several options: Next/Previous/Right/Quit/Hardcopy ?

y' if you want to generate more reports.
This will take you back to the Install/Receipt
Reports screen, or
-Press '**n**', this will take you back to the ILM
Report Menu.

Remember to press <ENTER> after each field.

27.10 Installation Summary Reports

This screen is designed to retrieve and print all receipts that have occurred for the designated PO,
Vendor, or Date.

```
 [installr]  INSTALLATION SUMMARY REPORTS:                      Last:  4        Current:
1


INSTALLATION DATE or Range:  10/10/98-11/10/98

NOTE 1:  Test 1
NOTE 2:  Testing

ENTER NUMBER OF COPIES

INSTALLATIN REPORTS:  1



Next  Prior  Find  Go  Select  /Sort  /Note  Write  Execute  Help  More  Quit
```

Figure 27.10-1. Installation Summary Reports Screen

Table 27.10-1. Installation Summary Reports Field Descriptions

Field Name	Data Type	Size	Description
INSTALLATION DATE or RANGE	MULTI-FIELD		Enter installation date or range of dates to report on as one or two fields.
NOTE 1	String	60	This field is used to enter a 60-character note attached to this item.
NOTE 2	String	60	This field is used to enter a 2nd 60 character note attached to this item.
INSTALLATION REPORTS	Number	4	This field is the installation report number assigned by the system when an installation had occurred and as reflected from the EIN Record for the Parent EIN.

Table 27.10.-2. Procedures to generate installation summary reports (1 of 2)

STEP	ACTION	OCCURRENCE
STEP 1	From the Main Menu A. Select ILM Main Menu – press '**enter**' B. Select ILM Report Menu - press '**enter**' C. Select Installation Summary Reports - press '**enter**'	This will give you the Installation Summary Reports screen.
STEP 2	Press '**/a**' to go into add mode.	
STEP 3	A. Enter the Installation date or range (i.e. 10/10/98-11/10/98). B. Specify number of copies.	
STEP 4	Press '**F3**' to exit the add mode.	This will bring you back to the Installation Summary Reports screen.
STEP 5	Press '**e**' to execute the transaction.	A Report Destination prompt will come up that allow you to select the location where you want the report to go.
STEP 6	Press '**F3**' if you do NOT want to print the report. If you want to print it on the screen, choose option 1 and press 'enter'.	A formatted report will come up. You have several options: Next/Previous/Right/Quit/Hardcopy?

| | **y**' if you want to generate more reports. This will take you back to the Installation Summary Reports screen.
-Press '**n**', this will take you back to the ILM Report Menu. | |

Remember to press <ENTER> after each field.

27.11 Maintenance Menu

The ILM Maintenance Menu is used to maintain the ILM database of maintenance oriented data, generate and track Work Orders for maintenance actions, and schedule preventative maintenance for appropriate items. (Please note) The arrangement of this screen will appear different in ILM but the content within the selections will remain the same.

```
                           ECS Management System
maintm                      Maintenance Menu                    11/11/98
12:56


1.        Work Order Entry
2.        Work Order Modification
3.        Prevenative Maintenance Items
4.        Generate PM order

5.        Maintenance Work Order Reports
6.        Maintenance Work Order Status
7.        Maintenance Codes
8.        Maintenance Contacts
9.        Authorized Employees
                    Please enter selection (1-10 or name):  ---------------


F1-help  F3-prior menu  F5-select  F8-exit
```

Figure 27.11-1. Maintenance Menu Screen

Table 27.11-1. Maintenance Menu options

Menu item	Function	Section
Work Order Entry	Provides the ability enter Work Orders for repairs	3.1.1
Work Order Modification	Provides the ability to modify Work Orders for repairs	3.1.2
Preventative Maintenance Items	Provides the ability to designate which items in the EIN file should experience preventative maintenance.	3.1.3
Generate PM Orders	Provides the ability to generate Work Orders for an item needing PM	3.1.4
Maintenance Work Order Reports	Provides Work Order Reports for work done on selected machines.	3.1.5
Work Order Status Reports	Provides status reports on selected Work Orders.	3.1.6
Maintenance Codes	Provides the failure codes and descriptions for use with repairs and replacements.	3.1.7
Maintenance Contracts	Provides the maintenance contract numbers for repair contracts with vendors and suppliers.	3.1.8
Authorized Employees	Provides the ability enter and maintain employee codes for employees who have been permitted access to the vendor for repair notification.	3.1.9

27.11.1 Work Order Entry Screens

This screen provides the ability to enter Work Orders for repairs. The operator will complete the required fields and upon exit of the screen, the system copies the EIN children to the parent. This screen is always presented in ADD mode.

```
[wordent]  WORK ORDER ENTRY:

              WORK ORDER:                    RETURN for next
              PARENT EIN:
           Serial Number:
                   Name:
               OEM Part:
               OEM Desc:
                 Mod/Ver:                    Location:
                 Building:                    Room:
        TROUBLE TICKET #:
       NOTIFICATION DATE:         NOTIFICATION TIME:
                PRIORITY:                 SUBMITTER:
            FAILURE DATE:             FAILURE TIME:
                MFG/DEV:                   VENDOR:
           MAINT VENDOR:
       VENDOR CALL DATE:                     TIME:
    VENDOR CONTACT NAME:
        VENDOR REFERENCE:
                    TEXT:
    CODE:        NOTE:
ADD:  F1-help  F2-clear  F3-exit  F4-mode  F6-default
Typeover mode
```

Figure 27.11.1-1. Work Order Entry Screen

Table 27.11.1-1. Work Order Entry Field Descriptions (1 of 2)

Field Name	Data Type	Size	Description
WORK ORDER	String	10	This is the actual Work Order number. The operator should always press RETURN to obtain the next number sequentially assigned by the system.
PARENT EIN	String	14	This field is the Parent EIN of the failed component.
SERIAL NUMBER through ROOM	MULTI-FIELD		These fields are all reflected from the EIN file for the Parent as entered.
TROUBLE TICKET #	String	15	Enter the applicable trouble ticket number here
OEM PART#	String		This field is the OEM part number reflected from the EIN record of the child.
OEM DESC	String		This field reflects the description of the OEM PART NUMBER entered in the field above, but provides the ability for the user to modify it in the EIN file.
MOD/VER	String		This field is used to enter the actual Model or Version of the item. If the user had chosen a known OEM Part, this field will be written with the information from this file.
BUILDING	String		These fields are all reflected from the EIN file for the Parent as entered.
LOCATION	String		These fields are all reflected from the EIN file for the Parent as entered.
ROOM	String		These fields are all reflected from the EIN file for the Parent as entered.
NOTIFICATION DATE	Date	8	Notification Date
NOTIFICATION TIME	Time	5	Notification Time
PRIORITY	String	1	Enter 'H' for high, 'M' for medium, and 'L' for low.
SUBMITTER	String	10	Enter the employee code for the person who submitted the problem and caused the work order to be opened.
FAILURE DATE	Date	8	Enter actual failure date.
FAILURE TIME	String	5	Enter actual failure time.
MFR/DEV	String	6	This field is used to enter the Manufacturer or Developer ID.
VENDOR	String	6	This field is used to enter the Vendor code whom the item was purchased from.
MAINT VENDOR	String	6	This field is used to enter the code for the vendor who is the maintenance vendor.
VENDOR CALL DATE	Date	8	Date the vendor was called and informed of the problem.
VENDOR CALL TIME	Time	5	Time the vendor was called and informed of the problem.

Table 27.11.1-1. Work Order Entry Field Descriptions (2 of 2)

Field Name	Data Type	Size	Description
VENDOR CONTACT NAME	String	30	Vendor point of contact
VENDOR REFERENCE	String	20	User has option to enter any information in reference to the vendor
CODE	String	2	This code is reserved for the ILS PA
NOTE	String	60	This field is used to enter a 60 characters note attached to this item.
TEXT	String	8	Press /Z at this prompt to obtain a free form text window. The operator should enter the failure / repair details in this window. When complete, press F3 to exit the text window.

27.11.2 Item Page for Work Order Entry Screens

The Work Order Entry **Item** option provides a list of the components of the Parent EIN specified in the Work Order. The Work Order Entry **Item** option will display the

following screen.

```
[wordent]  WORK ORDER ENTRY:                            Last:  1          Current:  1
┌──────────────────────────────────────────────────────────────────────────────────┐
│                                                                                    │
│                                                                                    │
│  Work Order: 00000000037       Parent Ein:   00001234                              │
│  Serial Number: 01C15104279                                                        │
│  Name:  KIDNAPED                                                                   │
│  Oem Part:  P-TERM2                                                                 │
│  Oem Desc:  Terminal                                                               │
│  Mod/ver:                       Location:                                          │
│                                                     Last:  2          Current:  1   │
│                                                                                    │
│                                                                                    │
│                COMPONENT EIN:  C0012834                                             │
│                    OEM Part:  X756                                                  │
│                    OEM Desc:  2.1 GH HD – Fast Wide                                 │
│                    Mod/Ver:                                                         │
│              SERIAL NUMBER:  9530625228                                             │
│                FAILURE CODE:                  MAINT CODE:                           │
│            MAINT CONTRACT:  CCW3045              PO NUMBER:  CCW0002396             │
│              RECEIVE DATE:  09/23/95   MANUFACTURED DATE:                           │
│                    VENDOR:  SUN            WARRANTY DATE:  12/31/98                 │
│                                                                                    │
│        REPLACE (R) or NEW (N):                                                     │
│        REPLACE OR ADD DATE: **/**/**                                               │
│                                                                                    │
│ Next Prior View Find Go Select /Sort /Note Copy-bill Help More Quit /Zoom          │
└──────────────────────────────────────────────────────────────────────────────────┘
```

Figure 27.11.2-1. Item Page for Work Order Entry Screen

Table 27.11.2-1. Item Page for Work Order Entry Field Descriptions

Field Name	Data Type	Size	Description
WORK ORDER	String	10	This is the actual Work Order number. The operator should always press RETURN to obtain the next number sequentially assigned by the system.
PARENT EIN	String	14	This field is the Parent EIN of the failed component.
SERIAL NUMBER through LOCATION	MULTI-FIELD		These fields are all reflected from the EIN file for the Parent as entered.
COMPONENT EIN	String	35	This field is the component EIN number of the Parent EIN.
OEM PART	String	34	This field is the OEM part number reflected from the EIN record of the child.
OEM DESC (WO)	String	40	This field reflects the description of the OEM PART NUMBER entered in the field above, but provides the ability for the user to modify it in the EIN file.
MOD/VER	String	24	This field is used to enter the actual Model and or Version of the item. If the user had chosen a known OEM Part, this field will be written with the information from this file.
SERIAL NUMBER	String	30	This field is for the entry of the serial number of the product being entered.
FAILURE CODE	String	2	Code identifying the failure
MAINT CODE	String	3	The user will enter any desired code in this field.
MAINT CONTRACT	String	15	This field is used to enter the Maintenance Contract number for maintenance on this particular item.
PO NUMBER	String	10	This will be system populated when the item has been tagged.
RECEIVED DATE	Date	8	The date the item was received.
MANUFACTURED DATE	Date	8	Date Manufactured
VENDOR	String	6	This field is used to enter the Vendor code whom the item was purchased from.
WARRANTY DATE (WO)	Date	8	This field is the end date for the warranty period.
REPLACE (R) or NEW (N)	String	1	Enter an 'R' in this field for the Child EIN that had been replaced in the machine. When entering a new item, be sure to place an 'N' in this field to designate the record as being new.
REPLACE OR ADD DATE	String	8	Date add or replace occurred.
RECORD EVENTS	String	1	Flag of T for Text indicates other events to be recorded.

Table 27.11.2-2. Procedures to enter new work order(1 of 2)

STEP	ACTION	OCCURRENCE/NOTE
STEP 1	From the Main Menu A. Select ILM Main Menu – press '**enter**' B. Select Maintenance Menu – press '**enter**' C. Select Work Order Entry – press '**enter**'	This will give you the Work Order Entry screen.
STEP 2	Fill in the necessary information A. Press '**enter**' to get the next work order number. B. Enter Parent EIN number or press '**/z**', choose the Parent EIN from the list by pressing '**t**', then press '**F3**'or "**Q**' quit C. Serial Number through Room number – these fields reflected from the Parent EIN you entered above. D. Enter the applicable trouble ticket number E. Enter the date and time the problem was notified F. Enter problem priority, 1 being the highest G. Enter the employee code for the person who submitted the problem – you may press '**/z**', choose the employee code from the list by pressing '**t**', then press '**F3**' or '**q**' to quit H. Enter the actual failure date and time I. Enter the Manufacturer ID or press '**/z**', choose the ID from the list by pressing '**t**', then press '**F3**' or '**q**' to quit. J. Enter vendor code - press '**/z**', choose the Vendor code from the list by pressing '**t**', then press '**F3**' or '**q**' to quit K. Enter maintenance vendor - press '**/z**', choose the vendor code from the list by pressing '**t**', then press '**F3**' or '**q**' to quit L. Enter date and time vendor was called and informed of the problem M. Enter vendor contact name N. Enter any reference information to the vendor O. At the Text field - Press '**/z**' to enter the failure/repair details and press '**F3**' when finished. P. You may enter any farther note in the note field.	
STEP 3	Press '**F3**' to go to the next step	You will see the same screen as the previous one with an added bottom line command of '**l**'

Table 27.11.2-2. Procedures to enter new work order(2 of 2)

STEP	ACTION	OCCURRENCE/NOTE
STEP 4	If you know the actual failed part Press '**I**' to bring you to the items page where the different components of the parent machine are listed	If you are not sure of the failed part, skip to STEP 7 and choose 'Y' to copy in EIN children when exiting.
STEP 5	A. Look for the particular component that failed by pressing '**n**' for next or '**p**' for previous B. Press '**/m**' to specify the failed component C. Fill in the failure code for the failed component – press '**/z**', choose the failure code from the list by pressing '**t**', then press '**F3**' **D. DO NOT place anything in the line that gives you an option of 'r' or 'n'. If this is filled out, it indicates that the Work Order is closed and therefore may not be modified anymore after leaving the screen.**	
STEP 6	Press '**F3**' until ILM takes you out of the Work Order Entry screen	
STEP 7	Press 'F3" again and you will be questioned "**copy in EIN children say 'y" and "n" to exit. Choose 'y' unless you know the failed components and have selected them on the items screen.**	This will copy all the children with the Maintenance Work Order. This function is used when not sure which part has failed.

Remember to press <ENTER> after each field.

27.12 Work Order Modification Screens

This screen provides the ability to modify Work Orders for repairs. This screen should be used when the repair has been completed and all appropriate information about the repair is known. The operator will enter or modify information in the fields as appropriate then invoke the item page to view the EIN children for the parent. The operator also has the ability with this screen to enter delay times and chargeable times. Press the 'R' key to move to the next screen to input delay times and chargeable times.

```
[wordmod]  WORK ORDER MODIFICATION:                    Last:  84        Current:  1

                    Work Order:  000000000007          STATUS:
                    PARENT EIN:
                  Serial Number:
                          Name:  Jessica Serwit


                      OEM Part:
                      OEM Desc:
                       Mod/Ver:                         Location:
                      Building:                             Room:
                Control Item ID:
              TROUBLE TICKET #:
             NOTIFICATION DATE:  **/**/**       NOTIFICATION TIME:  00:00
             ALDT REASON CODE:                           PRIORITY:
                  FAILURE DATE:  **/**/**            FAILURE TIME:  00:00
              VENDOR CALL DATE:  **/**/**        VENDOR CALL TIME:  00:00
            VENDOR ARRIVE DATE:  **/**/**      VENDOR ARRIVE TIME:  00:00
          VENDOR COMPLETE DATE:  **/**/**    VENDOR COMPLETE TIME:  00:00
                       MFG/DEV:                      MAINT VENDOR:
          VENDOR CONTACT NAME:
              VENDOR REFERENCE:


Next  Prior  View  Find  Go  Select  /Sort  /Note  Item  Help  More  Quit  /Zoom
```

Figure 27.12-1. Work Order Modification Screen

Press RIGHT for Down Times -><-<- Press LEFT to return to main page

Table 27.12-1. Work Order Modification Field Descriptions (1 of 2)

Field Name	Data Type	Size	Description
WORK ORDER	String	10	This is the actual Work Order number. The operator should always press RETURN to obtain the next number sequentially assigned by the system.
STATUS	String	1	This field is for the completion of MWO from DAAC to ILS PA. When the DAAC opens MWO the status will be **null.** When the MWO is completed the status needs to change to "**F**" for the ILS Maintenance Coordinator review. The ILS Maintenance Coordinator completes his review the status needs to change to ' **R**' The ILS Property Administration will review and change the status to '**C**'.
PARENT EIN	String	14	This field is the Parent EIN of the failed component.

Table 27.12-1. Work Order Modification Field Descriptions (2 of 2)

Field Name	Data Type	Size	Description
Serial Number through Control Item Id	MULTI-FIELD		These fields are all reflected from the EIN file for the Parent as entered.
TROUBLE TICKET #	String	15	Enter the applicable trouble ticket number here
NOTIFICATION DATE and TIME	MULTI-FIELD		These fields are initialized with the current date and time and can be modified.
ALDT REASON CODE	String	10	Enter the reason code for the ALDT.
PRIORITY	String	1	Enter 'H' for high, 'M' for medium, and 'L' for low.
FAILURE DATE and TIME	MULTI-FIELD		Enter actual failure date and time.
ALDT	Floating	9.1	This field is used to enter the known (actual) ALDT time in hours.
VENDOR CALL DATE and TIME	MULTI-FIELD		Enter the date and time the vendor actually arrived to perform the repairs.
VENDOR ARRIVE DATE and TIME	MULTI-FIELD		Enter the date and time the vendor actually arrived to perform the repairs.
VENDOR COMPLETE DATE and TIME	MULTI-FIELD		Enter the actual date and time the vendor completed the repairs.
MFR/DEV	String	6	This field is used to enter the Manufacturer or Developer ID.
MAINT VENDOR	String	6	This field is used to enter the code for the vendor who is the maintenance vendor.
VENDOR CONTACT NAME	String	30	Vendor point of contact
VENDOR REFERENCE	String	20	Reference number vendor gives to refer to the case reported.
EVENTS	String	30	Enter a detail description of the problem and the solution.
NOTE	String	60	This field is used to enter a 60 character note attached to this item.

27.13 Delay Times Page for Work Order Modification Screens

This screen provides the ability to maintain delay date and times to be used for downtime calculations.

```
[wordmod] WORK ORDER MODIFICATION:              Last:_____ Current:_____


<-<- LEFT to return to main page _ RIGHT for Charge Times ->->
    START DATE: __/__/__                     END DATE: __/__/__
    START TIME: ___:___                      END TIME: ___:___
        REASON:_____

    START DATE: __/__/__                     END DATE: __/__/__
    START TIME: ___:
___              END TIME: ___:___
        REASON:_____

    START DATE: __/__/__                     END DATE: __/__/__
    START TIME: ___:___                      END TIME: ___:___
        REASON:_____

    START DATE: __/__/__                     END DATE: __/__/__
    START TIME: ___:___                      END TIME: ___:___
        REASON:_____
```

Figure 27.13-1. Delay Times Page for Work Order Modification

Table 27.13-1. Delay Time Page for Work Order Modification Field Descriptions

Field Name	Data Type	Size	Description
START DATE and END DATE	MULTI-FIELD		These fields are used to enter the beginning and ending dates for known delay times in the repair of a system.
START TIME and END TIME	MULTI-FIELD		These fields are used to enter the beginning and ending times associated with the dates above for known delay times in the repair of a system.
REASON	String	4	Enter the appropriate reason code for the delay entered.

27.13.1 Chargeable Hours Page for Work Order Modification Screens

This screen provides the ability to maintain chargeable hours to be used in calculations for dowtime.

```
┌─────────────────────────────────────────────────────────────────┐
│                                                                   │
├─────────────────────────────────────────────────────────────────┤
│ [wordmod] WORK ORDER MODIFICATION:                  Last:_____   │
│    Current:_____                                                 │
│                                                                   │
│                                                                   │
│                        ALDT:  _____._                          │
│                                                                   │
│                   TIME TO REPAIR:  _____._                     │
│                                                                   │
│                 SWITCH OVER TIME:  _____._                    │
│                                                                   │
│          TOTAL CHARGEABLE DWONTIME:  _____._                  │
│                                                                   │
│                <-<-  To LEFT to return to main page               │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

Figure 27.13.-1.Chargeable Hours Page for Work Order Modification

Table 27.13.1-1. Chargeable Hours Page for Work Order Modification Field Descriptions

Field Name	Data Type	Size	Description
ALDT	Floating	9.1	This field is used to enter the known (actual) ALDT time in hours. ALDT = (Vendor technician arrive – notification time) + other ALDT if any. Other ALDT such as technician does not have the proper parts/tools or technician has to live for other administrative reasons.
TIME TO REPAIR	Time	2	This field is used to enter the known time the repair required in hours. Time to repair = (Time problem resolve – Time vendor technician arrive) – other ALDT.
SWITCH OVER TIME	String	5	Enter switch over time. Switch over time is required for systems that have backup.
TOTAL CHARGEABLE DOWNTIME	String	5	Enter the total hours to be charged for downtime. Chargeable down time = Time system up and running – failure time.

27.13.2 Items Page for Work Order Modification Screens

This screen provides the ability to view which items have been replaced and to enter new items. This screen should be used when the repair has been completed and all appropriate information about the repair is known. The system will ask for verification to update the database. Type 'N"

for no and the database will be updated after the review by the ILS Maintenance Coordinator and ILS Property Administrator

```
                                       Last: ____   Current: _____

                  COMPONENT EIN: _____
                       OEM Part: _____
                       OEM Desc: _____
                        Mod/Ver: _____
                  SERIAL NUMBER: _____
                   FAILURE CODE: _____      MAINT CODE: ___
                 MAINT CONTRACT: _____   PO NUMBER: _____
                   RECEIVE DATE: __/__/__ MANUFACTURED DATE: ____
                         VENDOR: _____       WARRANTY DATE: __/__/__

         PLACE (R) or NEW (N): _
          REPLACE OR ADD DATE: __/__/__
               RECORD EVENTS: _
         Next prior View Find Go Select /Sort /Note Copy-bill Help More Quit
```

Figure 27.13.2-1. Items Page for Work Order Modification

Table 27.13.2-1. Items Page for Work Order Modification Field Descriptions

Field Name	Data Type	Size	Description
COMPONENT EIN	String	35	This field is the component EIN number of the Parent EIN.
EOM PART through WARRANTY DATE	MULTI-FIELD		These fields are all copied from the child EIN record and may be modified in this screen as required.
REPLACE (R) or NEW (N)	String	1	Enter an 'R' in this field for the Child EIN that had been replaced in the machine. When entering a new item, be sure to place an 'N' in this field to designate the record as being new.
TEXT	String	8	Press /Z at this prompt to obtain a free form text window. The operator should enter the failure / repair details in this window. When complete, press F3 to exit the text window.

Table 27.13.2-2.   Procedures to modify work order (1 of 2)

STEP	ACTION	OCCURRENCE
STEP 1	From the Main Menu A. Select ILM Main Menu – press '**enter**' B. Select Maintenance Menu – press '**enter**' C. Select Work Order Modification – press '**enter**'	This will give you the Work Order Modification screen.
STEP 2	-Press '**f**' to find a particular work order, type the work order number and then press '**F5**' , or -You may also look for a particular work order by pressing '**v**' to bring you to the list mode, find the particular record you want by placing the cursor on the line of the desired record and then pressing '**v**' again to bring you back to the individual record mode.	This will pull up the Work Order record.
STEP 3	Press '**/m**' to go into modify mode.	
STEP 4	Fill in the necessary information A. Enter vendor arrive date and time – when the vendor technician arrived on site B. Enter vendor complete date and time – when the equipment is up and running again.	
STEP 5	Press '**F3**' to go to the next step	
STEP 6	A. Press '**r**' to go to the right of this screen. B. Press '**/m**' to go into modify mode C. Fill in the delay date, time and the reason for delay.	This will bring you to the Delay Times Page for Work Order Modification screen.
STEP 7	Press '**F3**' to go to the next step	

Table 27.13.2-2.   Procedures to modify work order (2 of 2)

STEP	ACTION	OCCURRENCE
STEP 8	A. Press '**r**' until ILM takes you to the Chargeable Hours page for Work Order Modification screen. B. Press '**/m**' to go into modify mode C. Enter the Administrative Logistic Delay Time (ALDT). ALDT = (Vendor technician arrive – notification time) + other ALDT if any. Other ALDT such as technician does not have the proper parts/tools or technician has to live for other administrative reasons. D. Enter the total time to repair. Time to repair = (Time problem resolve – Time vendor technician arrive) – other ALDT. E. Enter Switch over time, if any F. Enter total chargeable downtime. Chargeable down time = Time system up and running – failure time.	
STEP 9	Press '**F3**' to go to the next step	
STEP 10	Press '**I**' to bring you to the items page where the different components of the parent machine are listed	
STEP 11	A. Look for the failed component by pressing '**n**' for next or '**p**' for previous B. Press '**/m**' to go into modify mode C. In the record of the failed item, fill in the necessary information -Enter received date -Enter the status of the item as '**r**' for replaced or '**n**' for new item D. At the Record Events prompt press '**/z**' – enter the failure/repair detail in this window. Things to enter in Record Events: -Resolution -If a replacement occurred, enter the old and new part number, serial number, and EIN. -State whether the part installed is provided by the vendor or from the site spares. -Other relevant information. E. When complete, press '**F3**' to exit the text window.	
STEP 12	Press '**F3**' again, ILM will ask if you want to process changes. Press 'n' for no	This will take you back to the Work Order Modification screen.
STEP 13	Press '**F3**' to exit Work Order Modification screen.	

Remember to press <ENTER> after each field.

27.14 Preventative Maintenance Items Screens

The designator of which items in the EIN file has been determined and its frequency entered by the ECS/ILS office. Updates will be based on preventive maintenance '**MWO**' submitted by the LMC.

```
[pmpmo]  PREVENTATIVE MAINTENANCE ITEMS:              Last:   44224      Current:  1


                  EIN:  *50412


                 Name:
             OEM Part:  501-2781-01
             OEM Desc:  Configuration Display (Sparc Storage Arr
             Location:  SMC
             Building:
                 Room:


   SET AS PM ITEM (Y/N):


            FREQUENCY:
            LAST DATE:
   MAINTENANCE DUE ON:




 Next  Prior  View  Find  Go  Select  /Sort  /Note  Help  More  Quit
```

Figure 27.14-1. Preventative Maintenance Items Screen

Table 27.14-1. Preventative Maintenance Items Field Descriptions

Field Name	Data Type	Size	Description
EIN through ROOM	MULTI-FIELD		These fields are not modifiable by the operator and represent the actual data from the EIN file.
SET AS PM ITEM (Y/N):	String	1	Enter 'Y' in this field if the item should experience a preventative maintenance operation.
FREQUENCY	Number	3	Enter number of days between PM.
LAST DATE	Date	8	Enter the last date a PM has performed for this item.
MAINTENANCE DUE ON	String	8	Enter the date the next maintenance is due.

27.14.1 Generate Preventative Maintenance Orders

This screen provides the ability to generate Work Orders for item needing a PM. When executed, orders are created for all items needing a PM prior to the cutoff date entered and prints a summary report of orders created.

```
┌─────────────────────────────────────────────────────────────────────────┐
│                                                                           │
│  [genpm]  GENERATE PREVENTATIVE MAINTENACE ORDERS:      Last: 5    Current: 1 │
│                                                                           │
│                       CUTOF DATE:  11/05/98                                │
│                                                                           │
│                          NOTE 1:                                          │
│                          NOTE 2:                                          │
│                                                                           │
│                       NUMBER OF COPIES                                     │
│                       PM ORDERS:  1                                        │
│                                                                           │
│  Next  Prior  Find  Go  Select  /Sort  /Note  Execute  Help  More  Quit   │
│                                                                           │
│                                                                           │
│                                                                           │
└─────────────────────────────────────────────────────────────────────────┘
```

Figure 2714..1-1.   Generate Preventative Maintenance Orders Screen

Table 27.14.1-1.   Generate Maintenance Orders Field Descriptions

Field Name	Data Type	Size	Description
CUTOFF DATE	String	8	Enter the last date for the system to examine PM items and generate orders.
NOTE 1 and NOTE 2	String	60	Enter any notes to appear on the header of the report.
NUMBER OF COPIES (PM ORDERS)	String	1	Enter any number of copies of the report to print

Table 27.14.1-2. Procedures to generate PM orders (1 of 2)

STEP	ACTION	OCCURRENCE
STEP 1	From the Main Menu A. Select ILM Main Menu – press '**enter**' B. Select Maintenance Menu – press '**enter**' C. Select Generate PM Orders – press '**enter**'	This will give generate PM Orders screen.
STEP 2	Press '**/a**' to go into add mode.	
STEP 3	Fill in the necessary information A. Enter the last date for the system to examine preventative maintenance items. B. Enter any note to appear on the header of the report C. Enter number of copies of the report	
STEP 4	Press '**F3**' to exit the add mode.	

	y' if you want to generate PM. This will take you back to the Generate PM Orders screen, or -Press '**n**', this will take you back to the Maintenance Menu.	

Remember to press <ENTER> after each field.

27.15 Maintenance Work Order Reports Screens

This screen provides Work Order Reports for work done on selected machines.

```
 [mwo]  MAINTENANCE WORK ORDER REPORTS:              Last:  2        Current:  1

                          PARENT EIN:
                          OEM PART:

                      SERIAL NUMBER:

                              SITE:

                              NOTE:

                      ENTER NUMBER OF COPIES
            MAINTENANCE WORK ORDER REPORTS:  1

 Next  Prior  Find  Go  Select  /Sort  /Note  Execute  Help  More  Quit  /Zoom
```

Figure 27.15-1. Maintenance Work Order Reports Screen

Table 27.15-1. Maintenance Work Order Reports Field Descriptions

Field Name	Data Type	Size	Description
PARENT EIN	String	14	This field is the Parent EIN for the installation/structure.
OEM PART	String	34	This field is the OEM part number reflected from the EIN record of the child.
SERIAL NUMBER	String	30	This field is for the entry of the serial number of the product being entered. If the item does not contain a serial number of it's own; the system will assign an internal number prefixed with the Site abbreviation and contain a sequentially assigned number. Pressing RETURN at the field prompt automatically performs this internal assignment
SITE (LOCATION)	String	6	This field is used to designate the actual location or site of where the item is
NOTE 1	String	60	This field is used to enter a 60-character note attached to this item.
ENTER NUMBER OF COPIES (Maintenance Work Order Reports)	Number	1	Enter any number of copies of the report to print.

	y' if you want to print more report. This will take you back to the Maintenance Work Order reports screen, or -Press '**n**', this will take you back to the Maintenance Menu.	

Remember to press <ENTER> after each field.

27.16.1 Work Order Status Reports Screens

This screen provides status reports on selected Work Orders.

```
[wostatre]  WORK ORDER STATUS REPORT:                 Last:   2        Current:  1

                    WORK ORDER or RANGE:
                         PART or RANGE:
                  ORDER STATUS [FRCX]:

                             NOTE 1:
                             NOTE 2:

                    NUMBER OF COPIES
               WORK ORDER STATUS:  1


Next  Prior  Find  Go  Select  /Sort  /Note  Write  Execute  Help  More  Quit  /Zoom
```

Figure 27.16.1. Work Order Status Reports Screen

Table 27.16.1. Work Order Status Reports Field Descriptions

Field Name	Data Type	Size	Description
WORK ORDER or RANGE	String	25	Enter the Work Order number or range of numbers to examine.
PART (OEM PART NUMBER) or RANGE	String	34	Enter Manufacture or Vendor part number or range to query
ORDER STATUS [FRCX] (STATUS)	String	2	Enter the appropriate status.
NOTE 1	String	60	This field is used to enter a 60-character note attached to this item.
NOTE 2	String	60	This field is used to enter a 2nd 60-character note attached to this item.
ENTER NUMBER OF COPIES (Work Order Status)	Number	1	Enter any number of copies of the report to print.

Table 27.16.2 Procedures to generate Maintenance Work Order Reports
(1 of 2)

STEP	ACTION	OCCURRENCE
STEP 1	From the Main Menu A. Select ILM Main Menu – press '**enter**' B. Select Maintenance Menu – press '**enter**' C. Select Work Order Status Reports – press '**enter**'	This will give you the Work Order Status Reports screen.
STEP 2	Press '**/a**' to go into add mode.	
STEP 3	Fill in the necessary information. This report can be run without filling in any fields except "NUMBER OF COPIES," Fill in selection criteria for the other fields as required. A. Enter the Work order number, or you may press '**/z**', choose the work order from the list by pressing '**t**', then press '**F3**'. B. Enter the child OEM part number - you may press '**/z**', choose the OEM Part from the list by pressing '**t**', then press '**F3**'. C. Enter order status Null- OPEN – when the order is first entered F'- Firm – when the order is being reviewed by the ILS MC. 'R'- Release – when the order is being reviewed by the ILS PA. 'C' – Closed – when the order is closed. D. Enter any note to appeal on the header of the report E. Enter number of copies of the report to print.	
STEP 4	Press '**F3**' to exit the add mode.	
STEP 5	Press '**e**' to execute the transaction.	A Report Destination prompt will come up that allow you to select the location where you want the report to go.
STEP 6	Press '**F3**' if you do NOT want to print the report. If you want to print it on the screen, choose option 1 and press 'enter'.	A formatted report will come up. You have several options: Next/Previous/Right/Quit/Hardcopy?

	y' if you want to print more report. This will take you back to the Work Order Status reports screen, or -Press '**n**', this will take you back to the Maintenance Menu.	

Remember to press <ENTER> after each field.

PLEASE NOTE the Maintenance Menu options for the following are reserved for the ILS Maintenance Coordinator and ILS Property Administrators.   The view option is available for information only. The ILS Maintenance Coordinator and Property Administrators will maintain the add/modify/deletion for these options.

        1.   Maintenance Codes

        2.   Maintenance Contracts

        3.   Authorized Employees

27.17 Maintenance Codes Screens

This screen provides failure codes and descriptions for use with repairs and replacements.

```
[mntcode] MAINTENANCE CODES:              Last:  10        Current:  1
CODE           DESC
DT             Data transmission
DG             Display geometry
DD             Dim display
CON            Configuration problem
COL            Poor color
CAN            Cannot access
BUS            Bus errors
BSC            Blank screen
ARC            Arcing
FCO            Field change order



Next  Prior  View  Find  Go  Select  /Sort  /Note  Help  More  Quit
```

Figure 27.17-1. Maintenance Codes Screen

27.17.1 Maintenance Contracts Screens

This screen provides contract numbers for repair contracts with vendors and suppliers.

```
[mntcont] MAINTENANCE CONTRACTS:              Last:  10        Current:  1

            CONTRACT ID:  SILPGM          Zoom to related items

               VENDOR:  SUN

           START DATE:  01/10/97

             END DATE:  12/31/98

           PO NUMBER:  TIM1
                  PIN:  SC21534

Next  Prior  View  Find  Go  Select  /Sort  /Note  Help  More  Quit  /Zoom
```
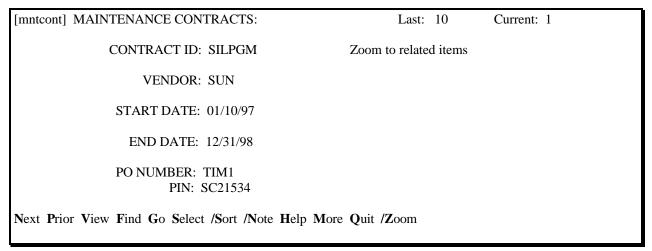
Figure 27.17.1-1. Maintenance Contracts Screen

Table 27.17.1-1. Maintenance Codes Field Descriptions

Field Name	Data Type	Size	Description
CODE (maintenance)	String	2	The user will enter any desired code (to be described in DESC) in this field.
DESC (maintenance)	String	30	Enter the description of the (maintenance) code.

Table 27.17.1-2. Maintenance Contracts Field Descriptions

Field Name	Data Type	Size	Description
CONTRACT ID	String	15	The actual ID as assigned by Purchasing or provided by the vendor.
VENDOR	String	6	The Vendor code whom the item was purchased from.
START DATE	Date	8	Date the contract is to become effective.
END DATE	Date	8	Date the contract will expire.
PO NUMBER	String	10	Database changes are reserved to the ILS PA.
PIN	String	20	PIN number applicable for authorization for vendor contact.

27.17.2 Authorized Employees Screens

This screen provides employee codes for employees who have been permitted access to the vendor for repair notification.

```
 [mntem]  AUTHORIZED EMPLOYEES:                    Last:  8        Current:  1
EMPL           CONTRACT NO          VENDOR      Last Name
266            SILPGM               SUN         Roach
266            SYBASE               SYB         Roach
370            SYBASE               SYB         Gallagher
370            TEST1                SUN         Gallagher
370            Test1                SUN         Gallagher
407            457891               AAC         Kennedy
407            SILPGM                           Kennedy
407            SYBASE                           Kennedy



Next  Prior  View  Find  Go  Select  /Sort  /Note  Help  More  Quit  /Zoom
```

Figure 27.17.2-1. Authorized Employees Screen

Table 27.17.2-1. Authorized Employees Field Descriptions

Field Name	Data Type	Size	Description
EMPL	String	10	The employee code.
CONTRACT NO	String	10	The maintenance contract number.
VENDOR	String	6	The Vendor code whom the item was purchased from.
Last Name	String	30	The employee last name from the employee master file.

27.18 ILM Master Menu

The ILM Master Menu provides the LMC with the ability to verify the accuracy of ILM in reference to employee information, inventory location, hardware and software codes and OEM Part Numbers All additions, deletions or modifications are to be directed to the ILS Property Administrator.

```
                              ECS Management System
ilmastm                       ILM Master Menu                    11/11/98  12:56

1.        Employee Manager
2.        Inventory Location Manager
3.        Hardware Software Codes
4.        OEM Part Number

              Please enter selection (1-4 or name):  ----------------

F1-help  F3-prior menu  F5-select  F8-exit
```

Figure 27.18-1. ILM Master Menu

The ILM Master menu is broken down into the following functions:

Table 27.18-1. ILM Master Menu options

Menu item	Function	Section
Employee Manager	Provides for the maintenance of employee information.	4.1.1
Inventory Location Manager	Provides for the maintenance of location information used in the inventory and logistics processes.	4.1.2
Hardware/Software Codes	Provides the maintenance of the codes used to identify maintenance cost source information in the inventory and logistics processes.	4.1.3
OEM Part Numbers	Provides for the maintenance of OEM Part Numbers information used in the inventory and logistics processes	4.1.4

27.18.1 Employee Manager Screens

This screen provides for the maintenance of employee information.

```
[sfempmnt]  EMPLOYEE MANAGER:                    Last:  900        Current:  1

                    EMPLOYEE NUMBER:  00000000001
                          LAST NAME:  Lam
                         FIRST NAME:  Tan
                             STATUS:

                        WORK CENTER:  EDF           :  ECS Development Facility

                              PHONE:  301-925-0726
                         FAX NUMBER:  301-925-0741
                             E-MAIL:  tlam@eos.hitc.com
                       PAGER NUMBER:
                            CC MAIL:  Lam, Tan



Next  Prior  View  Find  Go  Select  /Sort  /Note  Help  More  Quit
```

Figure 27.18.1-1. Employee Manager Screen

Table 27.18.1-1. Employee Manager Field Descriptions

Field Name	Data Type	Size	Description
EMPLOYEE NUMBER (EMPL)	String	10	Enter the employee code.
LAST NAME (EMPLOYEE)	String	30	Last name of the employee described by the displayed code.
FIRST NAME (EMPLOYEE)	String	30	First name of the employee described by the displayed code.
STATUS (EMPLOYEE)	String	1	Status of the employee described by the displayed code.
WORK CENTER (EMPLOYEE)	String	6	Work Center (normally assigned) of the employee described by the displayed code.
PHONE (EMPLOYEE)	String	18	Telephone number of the employee described by the displayed code.
FAX NUMBER (EMPLOYEE)	String	13	FAX number of the employee described by the displayed code.
E-MAIL (EMPLOYEE)	String	30	Enter employee's e-mail address.
PAGER NUMBER (EMPLOYEE)	String	13	Pager Number of the employee described by the displayed code.
CC MAIL (EMPLOYEE)	String	30	CC-mail address of the employee described by the displayed code.

27.18.1.2 Inventory Location Manager Screens

This screen provides for the maintenance of location information used in the inventory and logistics processes.

```
[imlocns]  LOCATION MASTER MANAGER:                    Last:  13        Current:  1


                  MATERIAL LOCATION ID:  ARC
                        DESCRIPTION:  Archive Location
                       LOCATION TYPE:  A   [Null or S = Stock  R = received  N = non-nettable
                                           W =work center  A = archive]
                               SITE:  EDF


            SHIPPING CENTER NUMBER:  0
             SHIPPING REPORT ALPHA:


                    CONSIGNEE NAME:  EDF SITE PROPERTY MANAGER
                         ADDRESS 1:  1616A MCCORMICK DRIVE
                         ADDRESS 2:
                              CITY:  Upper Marlboro
                             STATE:  MD
                               ZIP:  20785
                             PHONE:  (301) 925-0702


Next  Prior  View  Find  Go  Select  /Sort  /Note  Help  More  Quit
```

Figure 27.18.1.2-1. Inventory Location Manager Screen

Table 27.18.1.2-1. Inventory Location Manager Field Descriptions (1 of 2)

Field Name	Data Type	Size	Description
MATERIAL LOCATION ID	String	6	ID for the location where material can be found.
DESCRIPTION (Material Location)	String	30	Text description of the utility of the site.
LOCATION TYPE (Material Location)	String	1	Specifies the material application at the site: Null or S = stock, R = received, N = non-nettable, W = work center, A = archive.
SITE (LOCATION)	String	6	This field is used to designate the actual location or site of where the item is.
SHIPPING REPORT NUMBER	Number	2	This field is the report number assigned to this item when the item was shipped.
SHIPPING REPORT ALPHA	String	2	Shipping report code associating an alpha code to a numeric site code. See Shipment Numbers by Site screen (shipno).

Table 27.18.1.2-1. Inventory Location Manager Field Descriptions (2 of 2)

Field Name	Data Type	Size	Description
CONSIGNEE NAME	String	30	Name of individual/office responsible for material at the site.
ADDRESS 1 (Consignee)	String	30	First part of address
ADDRESS 2 (Consignee)	String	30	Second part of address.
CITY	String	20	City part of address
STATE	String	2	State 2 character abbreviation of address.
ZIP	String	10	Zip code of address.
PHONE	String	18	Telephone number of address

27.18.2 Hardware/Software Codes Screens

This screen provides the maintenance of the codes used to identify maintenance cost source information in the inventory and logistics processes.

```
CODE          DESCRIPTION
H             HARDWARE
HD            HARDWARE DOCUMENTATION
HF            FIRMWARE
HG            HARDWARE SUPPORT
HU            HARDWARE UPDATE
MC            MSTR MAINTENANCE CONTRACT
S             SOFTWARE
SD            SOFTWARE DOCUMENTATION
SO            OPERATING SYSTEM
SU            SOFTWARE UPGRADE
T             TRAINING


Next  Prior  View  Find  Go  Select  /Sort  /Note  Help  More  Quit
```

Figure 27.18.2-1. Hardware/Software Codes Screen

Table 27.18.2-1. Hardware/Software Codes Field Descriptions

Field Name	Data Type	Size	Description
CODE (Hardware/Software)	String	10	The user will enter any desired (Hardware/Software) code in this field.
DESCRIPTION (Hardware/Software)	String	30	Enter the description of the (Hardware/Software) code.

27.18.3 OEM Part Numbers

This screen provides for the maintenance of OEM Part Number information used in the inventory and logistics processes.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ [eompart]  OEM PART NUMBERS:              Last:  3528      Current:  1    │
│                       OEM PART: +KTH4P/8                                  │
│                        OEM MFG: HPC                                       │
│                  MODEL/VERSION:                                           │
│                OEM DESCRIPTION: 8 MB RAM for HP Laser jet 5SI (1 x 8 SIMM │
│                CONTROL ITEM ID: NSIb0000053                               │
│                         VENDOR: HPC                                       │
│                           COST: 240.00                                    │
│                     HW/SW CODE: H                                         │
│                       YEAR MFG: 1996                                      │
│                     MEDIA CODE:                                           │
│                          MEDIA:                                           │
│                                                                          │
│ Next  Prior  View  Find  Go  Select  /Sort  /Note  Help  More  Quit      │
└─────────────────────────────────────────────────────────────────────────┘
```

Figure 27.18.3-1. OEM Part Numbers Screen

Table 27.18.3-1. OEM Part Numbers Field Descriptions

Field Name	Data Type	Size	Description
OEM PART (Part number)	String	34	This is the manufacturer's part number of the item being cataloged
OEM MFG	String	40	This is the name of the manufacturer.
MODEL/ VERSION	String	24	This field is used to enter the actual Model and or Version of the item.
OEM DESCRIPTION	String	30	This field reflects the description of the Oem Part Number entered in the field above.
CONTROL ITEM ID	String	20	Database changes are reserved to the ILS PA.
VENDOR (Part numbers)	String	6	The vendor of the item.
COST	Floating	9.2	This field is the purchase cost of the item.
HD/SW CODE	String	10	This field provides a code designating the type of item.
YEAR MFG	String	4	This field is the actual 4-digit year the item was manufactured. This field defaults to the current year.
MEDIA CODE	String	1	Code for Media identification
MEDIA	String	2	Media material